



**Solicitation Information
September 18, 2012**

RFP # 7458038

TITLE: Architectural, Engineering and Design Services: Feasibility Study for New Rhode Island Emergency Management Agency (RIEMA) Headquarters and Emergency Operations Center

Submission Deadline: October 23, 2012 at 11:00 am (Eastern Daylight Time)

**PRE-BID/ PROPOSAL CONFERENCE: Yes
Date: September 26, 2012 Time: 10:00 AM (EST)
Mandatory: Yes
Location: RI Emergency Management Agency
645 New London Avenue, Cranston, RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov no later than October 3, 2012@ noon (Eastern Time). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.**

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1) INTRODUCTION

- a) The Department of Administration / Division of Capital Projects and Property Management and the Rhode Island Emergency Management Agency (RIEMA) are soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services to produce a Feasibility Study for construction of new facilities to house the New RIEMA Headquarters and Emergency Operations Center, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

2) NOTIFICATIONS TO OFFERORS:

- a) Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, bidders must properly register with the State of Rhode Island. For information of registering, please see the Division's website at www.purchasing.ri.gov and under the heading "Vendor Registration Information".
- c) All proposals shall include the bidder's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- g) All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The official time clock is in the reception area of the Division of Purchases.
- i) In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*
- j) Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Submitters should be aware of the State's MBE requirements, which will address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov . Visit the website at <http://www.mbe.ri.gov> .
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity (RIGL 28-5.1)§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov .
- n) Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- o) Questions and Proposal Submission Questions concerning this solicitation may be emailed to the Division in accordance with the terms and conditions expressed on the cover page of this solicitation. Questions received, if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information and track the website for information and addendums.

3) ARCHITECTURAL / ENGINEERING SERVICES

- a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2 – SCOPE OF WORK

2.1) PURPOSE OF THE FEASIBILITY STUDY:

- a) Provide a detailed comparative physical and financial analysis of three (3) different specified Building Development Options or approaches to provide new state of the art facilities for the RIEMA Headquarters and Emergency Operations Center. The analyses of the different Options should indicate the pros and cons of the different sites including all hard and soft costs, and result in illustrating the most viable solution. The specific Options to be analyzed are described in Section 1.7 of this RFP.
- b) Provide budgets including both hard construction costs and also soft costs for the specific approaches. Provide budget projections escalated to projected construction start date.
- c) Develop a program for the facility including current and future space needs as well as typical space standards.
- d) Identify building and site program components and necessary adjacencies.
- e) Identify parking needs.
- f) Identify special systems including but not limited to security, IT and telecommunications, emergency power, 24 hour operations for extended periods and seismic and wind resistance in excess of code requirements. Determine any additional structural requirements for facilities of this nature to survive natural or man made disasters.

- g) Identify preliminary list and budget for furniture, fixtures and equipment (FF&E).
- h) Provide master plans/site plans that would allow for potential future expansion of the proposed facility/building.
- i) Analyze existing available infrastructure to ensure adequate utility service to the proposed facilities.
- j) Plan for optimum use of the proposed sites as applicable. Analyze sites and test fit program on proposed sites as applicable.
- k) Provide preliminary building layout options.
- l) Provide for maximum energy and water conservation.
- m) Plan for achieving LEED (Leadership in Energy and Environmental Design) Silver Level as governed by the US Green building Council and/or Certification.
- n) Provide a preliminary timetable for design and construction of the project.
- o) Identify all State, local, and Federal requirements and standards for a facility of this nature including FEMA and Department of Homeland Security (DHS) and incorporate in the plans.

2.2) OVERVIEW OF RIEMA:

a) Mission

Since its founding, the primary mission of the Rhode Island Emergency Management Agency (RIEMA) has been to protect life and property in the event of a disaster or crises situation, through a program of mitigation, preparedness, response and recovery. Guided by these four principles, RIEMA has made great strides in its effort to improve emergency preparedness in the state of Rhode Island. The Rhode Island EMA remains dedicated to finding additional ways to prepare and protect citizens in the years ahead.

b) Mission Statement

The Rhode Island Emergency Management Agency (RIEMA) is the coordinating agency for multi-jurisdiction and multi-agency response in the State of Rhode Island for all emergencies including natural and technological hazards such as fires, floods, tornadoes, hurricanes, winter storms, chemical releases, weapons of mass destruction and terrorism incidents. In its service to the state, the Agency:

- Develops, reviews and enhances the State's disaster preparedness and recovery plans for "All Hazards"
- Distributes and coordinates those plans on a State-wide basis
- Operates, maintains and enhances the State's Emergency Operations Center (EOC)
- Operates, maintains and enhances the State's Mobile Command Center.

- Manages and coordinates state-wide response to and recovery from natural, technological, and terrorism disasters.
- Is the State's Liaison to the Department of Homeland Security?
- Coordinates the State's disaster response/recovery needs with Federal agencies.
- Serves as a coordination point for federal disaster relief programs
- Plans, conducts and critiques exercises that test and improve preparedness
- Develops, distributes and provides instruction on guidelines for citizen, business and industrial disaster and continuity of operations planning.
- Maintains Rhode Island Statewide Communications Network (RISCON)

The Rhode Island Emergency Management Agency assists and supports the State in reducing loss of life and property from all hazards, providing for the safety and security of the State of Rhode Island.

RIEMA is the official coordinating agency of the State of Rhode Island for the Department of Homeland Security and the Federal Emergency Management Agency in times of state, national, multi-jurisdiction and multi-agency emergencies/disasters. The State's disaster preparedness plans are constantly being reviewed. RIEMA's mission is to coordinate the government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror, in the state.

Although the Rhode Island Emergency Management Agency provides for disaster response and recovery for the entire State, local governments, including individual cities and municipalities, and fire/law enforcement districts must develop their own Emergency Disaster Plans in concert with the State and Federal Response Plans.

Emergency planning, preparation, response, operation, and recovery in the State of Rhode Island is a collaborative multi-jurisdiction and multi-agency effort, including transportation, emergency medical services, law enforcement, fire services, engineers, the private sector, the National Guard, and Coast Guard, to name a few.

2.3) PRELIMINARY PROGRAM INFORMATION:

The proposed new facilities are to house both the RIEMA Headquarters and Emergency Operations Center. They are currently housed in the National Guard Building at 645 New London Avenue, Cranston, RI. This is across the street from the main Pastore Center campus. The following provides a general overview of some of the potential programmatic needs of the RI Emergency Management Agency and Emergency Operations Center.

Part I - RIEMA Headquarters:

1. Overall, RIEMA currently employs approximately 42 people. However, numerous related agencies will convene at this facility prior to, during, and after an emergency event. It is anticipated that there will be as many as 300+ people in the facility at one

time at the height of an event and decreasing numbers following an event. The decreasing numbers of personnel may take place over many months. The proposed design will need to accommodate those agencies and provide an appropriate functional and efficient floor plan as well as a useful site plan. A detailed RIEMA Organizational Chart will be provided to the successful Offeror.

2. The following is a list of agencies that may be housed within RIEMA on a temporary or permanent basis along with the numbers of related staff:
 - i. Regional Catastrophic Planner (1 daily)
 - ii. RI State Police Operations Officer (1 daily)
 - iii. FEMA IMT/FCO & Support Staff (30)
 - iv. RIDOA GIS (4)
 - v. Radiological Incident State/Federal Support Staff (10)
 - vi. State Joint Information Center Staff (80)
 - vii. RI State Police Amber Alert Task Force (15)
 - viii. American Red Cross (2)
 - ix. Governors Policy Group (15)
 - x. RI Urban Search & Rescue (80)
 - xi. Business EOC
 - xii. Logistics
3. The following is some preliminary information on space needs for the RIEMA Headquarters which is provided for informational purposes only. The selected consultant will be required to develop a program that meets the user groups needs:
 - a. Number of private offices:
 - 18 private office spaces
 - b. Number of cubicles:
 - 30 cubicles
 - c. Number of conference rooms:
 - conferences rooms 16-20 personnel ea
 - d. Number and capacity of classrooms:
 - 1 training room 100 personnel
 - e. Joint Information Center with briefing room (for news conferences) for 100 people plus staff space
 - f. Secure Radiological Office with vault
 - g. Cafeteria and/or other food service requirements:
 - 80 personnel w/ oven, microwave, storage, refrigeration
 - h. Storage:
 - Training material storage
 - Administrative storage areas
 - i. IT spaces:
 - Network area for daily & state emergency operations center
 - j. Facilities operations:
 - State emergency operations center 90 personnel
 - k. Lobby area:
 - Yes

- l. Other required spaces:
 - Communications/dispatch center
 - Sensitive Compartmented Information Facility (SCIF)
- m. Any arsenal requirements?
 - Yes
- n. Loading dock or receiving area requirements:
 - Standard shipping/receiving area for tractor trailer
- o. Special communications or IT requirements:
 - Communications/dispatch center
 - Sensitive Compartmented Information Facility (SCIF)
 - Secure data storage center
- p. Generator requirements:
 - Must handle full load of the entire facility for 7 day time period

Part II - Emergency Operations Center (EOC):

1. Security and Reception Areas

- a. Reception Desk

2. Operations Suite

- a. Operations Room
- b. Command Rooms
- c. Conference Rooms
- d. Briefing Rooms
- e. Data & Telecommunications Equipment Room
- f. Senior Management Staff Rooms
- g. Information and Planning Rooms
- h. Communications Center
- i. GIS/Mapping

3. Administrative Offices

- a. EOC Commander or Emergency Management Director
- b. Deputy Director
- c. Communications Director
- d. Public Affairs or Information Officer
- e. Administrative Assistant
- f. Legal Counsel
- g. Senior Watch Officer or Operations Section Chief

4. Support Spaces

- a. Copier/fax machine room
- b. Storage
- c. Sleeping Quarters:
 - Bunks are required for overnight stays: 30 male; 15 female.
- d. Restrooms, Shower and Locker Rooms
- e. Supplies
- f. Physical Plant Spaces:

- Physical plant spaces should be inside the EOC secure perimeter and directly accessible from inside the EOC

Part III - Site Development:

1. Minimum public vehicular setback from the facility:
 - a. In accordance with FEMA 426.
2. Number of parking spaces required on a daily basis and also during an emergency situation?
 - a. Daily 50-80 (daily operations, trainings/meetings)
 - b. Emergency 250-300 (state/federal partners)
3. Any indoor vehicular storage required such as for the large communications truck?
 - a. Yes
4. Should the area be fenced in?
 - a. Yes
5. Should the area be gated? If so, will the gate have a guard and a guard house?
 - a. Yes
6. Is a helicopter pad required?
 - a. Yes
7. Is a large open area needed for receiving special equipment during an event?
 - a. Yes, FEMA Standard TYPE I Pod Site and/or larger to conduct entire state staging area, roughly 60,000 sq ft.
8. There will be a Mobile Command Center.
 - a. While at the home base, the vehicle should be parked under a protective cover and storage should be provided for supplies per UFC 4-141-04.
9. Other outdoor items that should be provided for on the site:
 - a. Smoking/Outdoor meal area

2.4) EXISTING RESOURCE DOCUMENTS:

1. Survey of one (1) site at Pastore Center in Cranston, RI. (To be made available to the successful offeror.)
2. Surveys for two (2) additional sites in Rhode Island at locations to be determined. (To be made available to the successful offeror.)
3. Draft RIEMA Organizational Chart. (To be made available to the successful offeror.)
4. UFC 4-141-04, UNIFIED FACILITIES CRITERIA (UFC), EMERGENCY OPERATIONS CENTER PLANNING AND DESIGN:
<http://www.wbdg.org/ccb/DOD/UFC/ufc 4 141 04.pdf>
5. FEMA Publication: Emergency Operations Center Design and Management, Vulnerability Assessment Worksheet, National Preparedness Directorate (NPD), September 2009.

6. Department of Homeland Security (DHS) and Federal Bureau of Investigation (FBI) Reciprocal Security Construction Standard For DHS/FBI Sponsored State and Local Secure Area.
7. All Agency Facility & Operations Center Design components should be in accordance with FEMA CPG 601, FEMA 426, and FEMA 361.

2.5) SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- A. As part of the feasibility study, the selected vendor will provide services for preliminary programming, conceptual building floor plans, conceptual site design, and preliminary site engineering evaluations, to the Rhode Island Department of Administration (DOA) for a New RIEMA Headquarters and Emergency Operations Center Facility. In addition, preliminary construction cost estimates and total project budget cost estimates based on the conceptual designs and preliminary site engineering evaluations shall be provided.

The following Building Development Options and Approaches are to be analyzed by the consultant and included as part of the study:

- i. **Option #1:** Construction of a new building on a site at Pastore Center to be recommended by the consultant after analyzing available land at The Pastore Center and determining one or more viable sites. (See attached aerial view of Pastore Center). This may or may not include provision for a new large storage facility in the site plan based on Item #iv listed below.
 - ii. **Option #2:** Construction of a new building on a second site to be verified in the West bay area. This may or may not include provision for a new large storage facility in the site plan based on Item #iv listed below.
 - iii. **Option #3:** Construction of a new building on a third site to be verified in the West bay area. This may or may not include provision for a new large storage facility in the site plan based on Item #iv listed below.
 - iv. **Evaluation of the Current Bulk Storage Facility:** The consultant is to evaluate the current RIEMA storage facilities located in Scituate, RI. Both the location and the physical facility are to be evaluated based on the needs of RIEMA.
- B. The selected offeror will become familiar with the current operations of RIEMA and document the organization's technologies, processes, workflow, and space utilization. RIEMA currently employs about 42 people. As many as 300+ people may be at the facility at the height of an event. The successful firm will provide an inventory of all existing RIEMA furnishings, fixtures and equipment to be re-located to the new facility and a list of furnishings, fixtures and equipment to be purchased for the new location.

- C. As part of their program phase deliverable, the offeror will summarize, with RIEMA management, the current operations of the Agency and their functions as well as a description of anticipated growth and change expected to occur over the next ten (10) years.
- D. The successful offeror will provide programming and adjacency relationships for the new facility. This phase of work will include meeting with representatives of RIDOA and RIEMA. **A project principal (staff or consultant) well versed in Emergency Management Headquarters and Emergency Operations Center programming and operations will play a key role in this phase.**

2.6) DESIGN CONSIDERATIONS:

The current building is deficient in many aspects for the needs of RIEMA and inhibits improvements in operational effectiveness and efficiency.

In addition to providing new state of the art facilities for the current RIEMA Headquarters and Emergency Operations Center functions, it is the intention to expand RIEMA offices up to 10 additional employees for a total of 52 FTEs/contractors in the new facility. As indicated above, as many as 300+ people may be at the facility at the height of an event.

The following are some preliminary program items and design concerns which should be taken into consideration for all the Building Development Options:

1. Optimize the use of natural light throughout the building.
2. The proposed facility will be capable, as needed, of expanding in the future with an add-on wing.
3. Physical security design considerations should consider:
 - Security buffer zone around the building
 - General security around the building
 - Fenced in area around building
 - Retractable crash barriers at loading dock entry points
 - Window design and construction which address security issues
 - Limited entry points
 - Secured area for external environmental machinery
 - Secured areas for exterior HVAC equipment
 - Internal walls run from the slab ceiling all the way to sub flooring
 - Visitor areas and visitor facilities separate from general employee areas
 - Positive security control to critical areas such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc.
 - Security throughout the building

The successful Offerer, either directly or via consultant staff, should have demonstrated success in the planning and design of similar facilities.

2.7) DELIVERABLES:

The deliverables for the Feasibility Study will include, but not be limited to:

A. PROGRAM:

1. A written document describing the various components of the RIEMA Headquarters and Emergency Operations Center, their operation, interaction, and workflow, as well as several alternate section/work area layouts within the proposed building options. The report will also include a written description of every space including size, criticality, furnishing, and systems, including but not limited to mechanical, electrical, HVAC, and fire protection.
2. Analyses and recommendations on all infrastructure needs including but not limited to power, fire suppression, security, communications, wiring and cabling, specialized climate control(s) such that;
 - a. Critical operations not being susceptible to a single worst case event. Redundancy
3. Preliminary site program items including parking, security, privacy, fencing/screening, landscaping, drainage, and other considerations.

B. SITE EVALUATIONS:

1. Concurrent with programming, the successful firm will review three (3) sites and provide an existing conditions report evaluating: location, size, topography, drainage, flood hazard, existing transportation infrastructure, available utilities, and other site considerations related to the intended use.

C. CONSTRUCTION CRITERIA:

1. The successful firm will provide a section in their report describing the following:
 - a. A building code synopsis including use, classification, and rating for the intended use.
 - b. Identification and recommendations for special mechanical, electrical and plumbing (MEP) systems including emergency power backup..
 - c. Green Buildings Act considerations.
 - d. An evaluation of special structural considerations based on current structural requirements for essential facilities including wind, snow, and seismic.
 - e. Vehicular setbacks for blast considerations.
 - f. Ballistic resistant glazing if applicable.

D. CONSULTANT'S FINALIZED WORK PLAN:

- a. This shall be the finalized version of the Work Plan identified in Section 1.11 under Fee Proposal. The Work Plan description shall include a detailed proposed project

schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each. The Work Plan shall list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. In addition, the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants shall be listed.

E. DRAFT OF PRELIMINARY REPORT:

- a. Draft of Preliminary Report, spiral bound with color maps and drawings. Twenty-five (25) copies plus 1 original suitable for printing, and 5 CDs in pdf.

E. FINAL REPORT:

- a. Final Report, spiral bound with color maps and drawings. Fifty (50) copies plus 1 original suitable for printing, and 5 CDs in pdf.

F. BUILDING OPTIONS:

- a. Three (3) building options with proposed site plans showing parking and circulation, conceptual building plans including floor plans and exterior elevations, building square footage, drainage plan, budget, etc. Building options are to be included in Draft Preliminary Report and Final Report.

G. COST ESTIMATES:

- a. Two (2) professional, independent cost estimates. A minimum of two (2) professional independent cost estimates for each of the Building Development Options are to be provided during the project including one at the completion of the Draft Preliminary Report and one at completion of the Final Report. (It is anticipated that the 2nd cost estimate would be an update of the first estimate.) This is to be a preliminary independent construction cost estimate for the different building development options and site plans produced by a professional cost estimator who is not an employee of the lead firm, based on an itemized scope of work carried forward to a projected bid date. Detailed budget estimates for each proposed Option including site work and infrastructure improvements shall be provided. The budget estimates shall include furniture, fixtures, and equipment (FF&E).

H. FUNDING:

The State has appropriated **\$125,000.00** to cover all project expenses including, but not limited to: 1) A/E professional fees; 2) Reimbursable expenses such as printing; 3) Contingencies. No additional funds will be made available. The successful vendor must provide all services contained within this RFP, and any resulting contract, such that the project will be completed on budget. No funds for “additional services” of any kind are, or will be, made available.

2.8) SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

Responses will be evaluated in two parts. Part one is a technical proposal and part two is a fee proposal. Both the Technical and Professional fee Proposals are required on the due date listed on page 1 of this solicitation. Part one will require a technical submission and will be evaluated on the following criteria:

1. Competence to perform the desired services by virtue of the **experience of the firm, project principals, consultants and partners** in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (35 points).
2. Ability to perform the services expeditiously, as stated in the **project plan** reflecting current workload and the availability of an adequate number of personnel (20 points);
3. Past performance, as reflected by the evaluation and **references** of clients for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (15 points).

All OFFERERS must receive a minimum score of 55 points on the technical submission. Offers not scoring at least 55 points will not be considered further.

A cost proposal will be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project as a Lump Sum price. The cost proposal will represent 30 points for a possible total score of 100 points.

Tentative Schedule Target Dates:

RFP Announcement:	September 2012
Short list selection:	November 2012
Firm Selection:	November 2012
Work Starts (contract signed):	January 2013
Programming Complete:	April 2013
Preliminary Design Options:	June 2013
Draft Report:	July 2013
Final Report:	August 2013

Pre-Submission Questions, Pre-Submission Meeting

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP #7458038 on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

A **mandatory** pre-bid meeting will be held at the location, date & time indicated on page one of this solicitation.

Proposal Submission

Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked “RFP #7458038: “Architectural, Engineering and Design Services: Feasibility Study for New RIEMA Headquarters and Emergency Operations Center” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

2.9) PROPOSAL CONTENTS

Proposals must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
- In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

2.10) NARRATIVE, PROJECT PLAN AND REFERENCES:

Experience of the firm and project principals

Describe the firm’s general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the firm and the

percentage to be completed by outside consultants. Include Standard Forms 330 in this section.

Project Plan

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each. A more detailed Work Plan will be required from short-listed firms.

References

Please list all projects completed within the past five years by the lead firm that are of a similar size, scope and use and provide the principal contact, including contact information. These individuals may be contacted by members of the selection committee for further information. Please see evaluation criteria relating to references.

Professional Fee Proposal

A cost proposal (an original plus 5 copies) will be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project including all costs associated with LEED Certification through the US Green Building Council. This cost prop shall include as a separate line item for reimbursables of \$5,000.00. The cost proposal will represent 30 points for a possible total score of 100 points.

The State reserves the right to award on price alone.

2.11) EVALUATION CRITERIA QUESTIONS:

Experience of the Firm and Project Principals –35 Points

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use, with consideration given to specific State Emergency Management Agency Headquarters and Emergency Operations Center projects?

Does the architectural team appear able to incorporate program goals and criteria into their design work?

Does the OFFERER have LEED Accredited Professionals on Staff?

Project Plan –20 Points

Did the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
Does the proposed plan appear sensitive to budget and time constraints?
Does the plan address relevant design and program issues?
Does the plan include a discussion of value engineering and LEED standards?
Does the designer identify both constraints and opportunities posed by this project?
Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?
Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

References – Past Performance – 15 Points

Were the references provided related to projects of a similar size, scope and use to the proposed project?
Did the Offerer's final project provide a good design and program fit?
Did the OFFERER identify problems and issues in a timely and complete manner?
Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
Did the OFFERER adequately research relevant design and program issues?
Was the Offerer's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
Did the project come in on time and on cost? Did the OFFERER contribute to overruns? Were there an excessive number of change orders?
Was the project designed for energy efficiency?
Does the OFFERER have a history of delivering projects on time and on budget?
Is the OFFERER'S cost estimator able to make reliable cost estimates?

Professional Services Fee Proposal-Construction Cost Control (Short-listed Firms Only) – 30 Points

The lowest bidder will receive the full 30 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 15 points).

2.12) ADDITIONAL TERMS AND CONDITIONS

The Department of Administration, Division of Capital Projects and the Rhode Island Emergency Management Agency anticipate considerable staff involvement in a project team and working group(s). The project team is anticipated to include representatives of The Department of Administration and RIEMA. Due to the public nature of this project, the successful firm will also be required to appear before various authorities including, but not limited to, State and local fire, building and zoning officials, as well as legislative oversight committees. Fee proposals shall be adequate to allow complete participation of the project manager and other key principals in these essential processes.

The Offeror must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, further:

- Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the DOA. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.
- The firm must comply with all State and Federal statutory, regulatory and ANSI standards, as well as standards essential for the efficient operation of the RI Emergency Management Agency Headquarters and Emergency Operations Center. The firm must cooperate and coordinate with other state agencies, contractors, consultants or other entities, if necessary, to successfully complete the requirements of this RFP. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records, systems, and security must be kept confidential at all times during and after completion of the project.
- Draft and Final Feasibility Study shall be submitted in hard copy and in CD. Drawings shall also be submitted in CAD (compatible with AutoCAD 2005 lite).
- Comply with the following Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work: Programming = 20%, Schematic Design Options = 40%; Draft Report = 70%, Acceptance of Final Report = 95%, Closeout = 100%.
- Reimbursables Expenses when authorized in advance in writing by the Department of Administration, Division of Capital Projects and Property Management, will be paid based on verified costs plus a fee not to exceed five percent (5%) and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the firm and its' consultants are not reimbursable. Travel is not reimbursable by the Prime Consultant or their Sub-Consultants.
- Five percent (5%) retainage shall be held by the State until the latest accepted project closeout, and the receipt of all required documentation, plans and reports.
- The firm will work with all utility providers to assure that any and all potential energy rebates are identified.

END